



Internship Announcement

Date Posted: December 1, 2022

Position Title: Firefighter Intern
Dept/CC: Fire Department

Reports to: Training Officer, Fire Dept
FLSA Status: Hourly

Fire Department Internship

The Kankakee Fire Department is seeking individuals interested in becoming a Firefighter. The Firefighter Intern Program provides an opportunity for advanced fire service training and incident response experience to qualified individuals that are seeking a career in the Fire or EMS industry.

Program Summary: The program is designed to offer an opportunity to gain training and experience for individuals who are desiring to complete an accredited Fire Academy or possess an Illinois Office of the State Fire Marshal (OSFM) Basic Operations Firefighter certification and also obtain an Illinois Department of Public Health certification in Emergency Medical Technician. Firefighter Interns will be assigned to the Kankakee Fire Department and will be scheduled in an operational / learning role as part of the Fire or Ambulance Company under the direct supervision of a Fire Officer or Acting Company Officer (ACO). They will assist with fire prevention inspections, public education, non-emergency duties and may assist on emergency medical service (EMS) calls or aid in low risk situations. At no time will an intern participate in high risk fire suppression activities (including interior structural firefighting). This is a learning experience for the Firefighter Interns with the goal of making them successful in securing the knowledge, skills, and abilities to develop a career in the fire service. Day-to-day management of the program is the responsibility of the Training Officer. Firefighter Intern is a temporary, paid, non-benefited position.

Scheduled hours: Minimum of 20 hours per month, maximum 20 hours per week, schedule will vary between 7am to 7 pm, Monday – Friday, however some adjustments in the schedule may be necessary. Firefighter Intern is a temporary position not to last longer than 2-year time frame.

All Applicants must:

- Be at least 18 years of age
- Have High School diploma or equivalent
- No felony convictions
- Possess a valid State of Illinois Class-D Driver's License
- US citizen or permanent lawful resident

Selection of Interns:

Interns will be selected for the program by the City of Kankakee Human Resources Executive Director, the Fire Chief and Training Officer of the Kankakee Fire Department. The following criteria will be used to select candidates:

1. Applications must be received by January 3, 2023 (or postmarked) on or before the established deadline. Late applications will not be considered.
2. The candidate must successfully pass an oral interview in front of the Fire Chief, Training Officer and Human Resources Executive Director.
3. The candidate must pass a background investigation. This consists of, but is not limited to, contacting previous employers and references as well as a driver license check.
4. The candidate must be able to meet all physical requirements as specified by the Kankakee Fire Department. Intern candidates must successfully complete the Department Physical Ability Exam before working any shifts.
5. The Firefighter Internship Program is limited to 3-4 Interns at a time.

Suggested Work Schedule

1. The schedule shift of the Firefighter Intern shall be mutually agreed upon the month prior. The shifts shall not conflict with their educational or any regular employment schedule.
2. The Training Officer (TO) or Company Officer (ACO) of the assigned shift will be the intern's immediate supervisor and mentor. The TO or CO may designate a subordinate to fill this role for the shift.
3. The intern may work 12 hour shifts per duty day. 0700-1900. The intern will not be working night shifts unless assigned by the Training Officer.
4. To stay active in the program, interns shall work no less than three hours per week (or 12 hours per month) unless approved by the Training Officer or Fire Chief.
5. All scheduled/worked hours shall be documented.
6. Internship period shall be the length of no more than 2 years.
7. Failure of fulfilling shift responsibilities will be grounds for dismissal from the program.

How to Apply: Interested applicants should apply online at: <https://citykankakee-il.gov/application-for-employment.php> and include résumé and cover letter to the attention of Carolyn A. Croswell/Executive Director of Human Resources. Application deadline **January 3, 2023, 5:00 PM**. EOE

The City of Kankakee is a drug free work place. Prospective interns are required to undergo a pre-employment physical including the successful completion of a drug screen.



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